

Town Council Meeting: 14 November 2011



Town of Garrett Park
PO Box 84
4600 Waverly Avenue
Garrett Park, MD 20896

Regular Meeting of Town Council
Garrett Park Town Hall
10814 Kenilworth Avenue
Garrett Park, MD 20896

MINUTES

Call to Order: Mayor Keller called the meeting to order at 7:30 PM. Present were Councilmembers Irons, Mandel, Petito, Schulp, and Wegner. Also present was Administrator Pratt, Margaret Soltan of the *Bugle*, and a number of residents.

Approval of Agenda: Mayor asks to remove FY 2012 Capital Budget Transfers from Action/Discussion as there were no such transfers needed at this time. The Agenda was approved, as amended, without objection.

Presentations by Residents:

- Councilmember Mandel reminded everyone of the Film Society's presentation of the movie "Top Hat" this coming Friday (11/18).
- Resident Tara Flynn updated the Council on the Garrett Park Cooperative Nursery School's (Nursery School) renovation of the Garrett Park Community Center (Community Center), noting that the renovations are proceeding well, with an anticipated construction completion date of December 5th. Ms. Flynn reported that Allison Pearce will organize the painters, that Sherwin-Williams is donating the paint. Kitchen cabinets and a Corian countertop have been donated, and resident Don Gibbons will be installing them free of charge. Ms. Flynn noted that the recent Nursery School Craft fair went very well. Mayor Keller suggested a list of volunteers and donors be developed to allow for proper recognition.

Mayor's Report:

- Mayor Keller reported on the difficulty in scheduling the traditional December dinner meeting with the Town's Annapolis Delegation, and asked Councilmembers to contact Elizabeth Henley in the Town Office as to their availability in order to try to reschedule the event.
- The Mayor asked Councilmembers Irons and Schulp to report on the Washington Gas service relining project meeting held by residents of Garrett Park Estates to discuss problems with the subcontractor, Miller Pipeline Services. Councilmember Schulp reported that there had been concern about leaks, that there were two confirmed cases, and that in

these instances Washington Gas did review the work. Councilmember Schulp noted that the Town needs to get on top of these problems, inadequate scheduling procedures for work on private property and inside homes, and shoddy workmanship in general, to try to minimize or avoid bad outcomes when this work is done in Garrett Park. Councilmember Irons noted the difficulty in identifying who was in charge of the project at Washington Gas. Councilmember Mandel reported a number of problems with work performed by Miller Pipeline Services on Rokeby Avenue. Administrator Pratt said he would try to identify the proper contact individuals at Washington Gas and Miller Pipeline Services.

- Mayor Keller reported that the Arboretum Committee was finalizing the annual prune list, and expected to complete the Winter Removals list next month.

Councilmember's Reports on Areas of Responsibility

- Councilmember Irons reported that she was meeting with the Montgomery County Rain Garden team on Tuesday (11/15) at 9:00 am in the Town Office.
- Councilmember Wegner reminded the Council of the on-site meeting on Friday (11/18) at 10:30 am with Pepco officials regarding the bundling of overhead wires along Strathmore Avenue to enhance tree protection and improve resistance to storm damage.
- Councilmember Schulp briefed the Council in the Parks and Open Space Committee meeting on Saturday (11/12) where the committee reviewed a list of projects and repairs drawn up by Chuck Berry, and discussed replacing the raised inlet in Garrett-Waverly Park with an at-grade yard inlet of appropriate capacity.
- Councilmember Mandel reported on the community meeting the Montgomery County Police Department held with liaison officer Denise Gill where the possible re-establishment of the Town's Neighborhood Watch was discussed.

Approval of Minutes:

- Councilmember Mandel **MOVED**
That the minutes of the 10/10/2011 Regular Council Meeting be approved as distributed with minor corrections. Councilmember Wegner seconded the motion, which was **PASSED** unanimously

Action/Discussion:

- Capital Projects Update - Mayor Keller reported that after a thorough due diligence review of their bid, Cylos, Inc. of Beltsville was awarded the

contract for the sidewalk, curb and gutter projects as low bidder, and that Storm Drains Request For Proposals go out tomorrow (11/15).

- Sustainable Communities Resolution - Residents Karen Anderson and Joanne Schmader presented background on the Garrett Park Climate Action Network (GPCAN), and reviewed with the Council a resolution regarding the Sustainable Communities program, noting that to qualify certain actions were required on the part of the Town, one of which was to establish Green Team, and GPCAN volunteers to be that team. There is to be a training session on 12/10 and GPCAN is seeking volunteers to attend; GPCAN would like to get young people involved. Ms. Anderson and Ms. Schmader asked that the Council approve the resolution (attached to these minutes). After brief discussion Councilmember Wegner **MOVED**

That the Council adopt the *Resolution Supporting Participation In the Sustainable Maryland Certified Municipal Certification Program* that had been presented by GPCAN. Councilmember Mandel seconded the motion. There was extended discussion. Ms. Anderson stated that the Green Team would develop a draft action plan and, if any costs are involved, would come to the Council for authorization; it was agreed that GPCAN will be acting as the Town's representative, not as its agent. Mayor Keller called for the vote, and the motion **PASSED** unanimously.

- Recording Email Vote on Community Center Utilities Undergrounding Expenditure - Mayor Keller read into the record the Community Center electrical service heavy-up and undergrounding email vote, noting that subsequent to the October Council meeting the Town received a second, lower estimate, which was submitted to the Council by email. Expenditure for the project was not agreed to, with Councilmembers Irons and Wegner supporting, Councilmembers Mandel, Petito, and Schulp opposed.
- Update on Land Use Ordinance Amendments & Council Meeting with Setback Advisory Committee - Councilmember Irons reported on the Council's meeting with all three members of the Setback Advisory Committee (SAC) on 10/11, noting that she will continue to work with the SAC to develop a visual aid that compares the Garrett Park Code and the Garrett Park Overlay District, and proposes actions to better align them, with the goal of developing draft ordinances for introduction at the December Council meeting. There was extended discussion regarding scheduling a Council Work Session and the evening of Monday, 11/28 was tentatively set.
- Opening Business Savings Account - Mayor Keller reviewed with the Council the memo from Administrator Pratt regarding opening an account with the Harbor Bank of Maryland (attached to these minutes). After brief discussion, Councilmember Schulp **MOVED**

That the Clerk-Treasurer be authorized to open a savings account for the Town at the Harbor Bank of Maryland, to make an initial deposit of \$250,000, and to manage the account as signatory in the same manner as other Town savings accounts are currently managed. The motion was seconded by Councilmember Petito, and was **PASSED** unanimously.

Town Administrator Report:

- Monthly Financial Report: Administrator Pratt reviewed the Monthly Financial Report with the Council.
- FY 2011 Financial Statements: Councilmember Irons asked Administrator Pratt why no reference to the acquisition of the Community Center was made in the Financial Statements. Administrator Pratt noted that capital assets were carried at historical cost in FY 2011, which was \$1.00 for the Community Center, making it inconsequential from a Town finances point of view. However, the Center's acquisition and renovation would be included in the FY 2012 Financial Statements in the Manager's Discussion and Analysis, as it would then be carried as a significant asset. Councilmember Irons then asked about the liability of Town employees' accrued leave, and Administrator Pratt said that he would be including a recommendation to begin appropriating a reserve to fund this liability in the draft FY 2013 budget.

Adjournment: The meeting was adjourned at 9:15 PM.

Respectfully submitted

[TOWN SEAL]

Edwin Pratt, Jr.

Edwin Pratt, Jr., Clerk-Treasurer

RESOLUTION 2011-03

Resolution Supporting Participation In the Sustainable Maryland Certified Municipal Certification Program

WHEREAS, a sustainable community means meeting the needs of the present without compromising the ability of future generations to meet their own needs; and

WHEREAS, the Town of Garrett Park strives to save tax dollars, assure clean land, air and water, improve working and living environments as steps to building a sustainable community that will thrive well into the new century; and

WHEREAS, the Town of Garrett Park hereby acknowledges that residents desire a stable, sustainable future for themselves and future generations; and

WHEREAS, as elected representatives of Garrett Park, we have a significant responsibility to provide leadership which will seek community-based sustainable solutions to strengthen our community:

NOW THEREFORE BE IT RESOLVED, that in order to strategically focus efforts within Garrett Park on matters of sustainability, the Town Council wishes to pursue local initiatives and actions that will lead to Sustainable Maryland Certified Municipal Certification.

BE IT FURTHER RESOLVED that we do hereby authorize the Garrett Park Conservation Action Network (GPCAN) to serve as the Town's representative for the Sustainable Maryland Certified Municipal Certification process and authorize GPCAN to complete the Municipal Registration on behalf of Garrett Park.



Town Office

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MEMORANDUM

To: Mayor & Council
From: Ted Pratt
Re: Additional Savings Account
Date: 10 November 2011

As you know, we set up a savings account for the Town with ING Bank in order to take advantage of a substantial increase in return over the Montgomery County Pooled Investment Fund (.86% vs. .11%). The ING account has functioned perfectly, providing for efficient transfers from and to the Town's checking account at Sandy Spring Bank, and has also supplied a very competitive yield. However, as the world of global finance becomes an increasingly scary place, I have been looking for ways to diversify the holding of the Town's cash, while preserving a high yield.

To that end, I am asking for the authority to open a second savings account with the Harbor Bank of Baltimore (www.theharborbank.com). I propose to place \$250,000 into an Investment Money Market Account – Tier II, which currently yields .70%. These funds will essentially be left to earn interest, as they would mostly comprise the Town's reserves and restricted funds, meaning there would be few withdrawals or deposits made over the course of a fiscal year. This account is FDIC insured to \$250,000.

The motion should be something along the lines of: I move to authorize the Clerk-Treasurer to open an Investment Money Market Account – Tier II with the Harbor Bank of Baltimore, and to manage this account as other Town savings accounts so as to provide for secure and efficient use of cash held in the Town Treasury.